



**GREYFRIARS**  
CATHOLIC SCHOOL

**Deputy SENCO**

Thank you for your interest in the role of Deputy SENCO at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.



This is a unique and exciting opportunity for an inspirational and aspirational individual to join Greyfriars School and contribute to the life chances of the young people; we are a vibrant educational institution committed to providing a nurturing and inclusive learning environment for all students. The school values diversity and strives to meet the unique needs of students with special educational needs to ensure their academic and personal success.

It is a varied role with lots of work with individual students, staff across the school, and families. There is scope to lead interventions and workshops across the school for the right candidate. This role will allow genuine scope to be part of something ambitious, and improve the opportunities and outcomes of students in our school community.

To be in such a vital role and part of this school at such a positive and important time will also ensure that there is significant career development over time; it will equip the successful post-holder with a range of experiences that will ensure career progression and development, which we will happily support with professional development opportunities.

Our vision at Greyfriars is that we are a Catholic School that champions students so they can flourish individually and collectively. We champion students through teaching them well and holding them to account when they need guidance and support. We know that working hard and being kind helps students feel personally and academically successful. In this role, you would be a powerful champion for them in their journey through our school.

Please do not hesitate to contact us to seek further information. I will be delighted to personally show you around our wonderful school, wonderful library and discuss this exciting role in more detail.

Yours faithfully

**Ms Lyndsey Caldwell**

Headteacher

# Application Details

We hope you are interested in this exciting opportunity and would like to submit an application.

We encourage early application and so hold the right to close the application process early.

To apply for the post of Deputy SENCO please:

- Fully complete the CES support application form, ensuring all details are accurate and all declarations are signed.

For further information please contact the School Business Manager Sophie Upellini [s.upellini@gfcs.uk](mailto:s.upellini@gfcs.uk) or Tel: 01865 749933

**Interview dates: TBC**

**Job start: Sep 2023 (or as soon as possible)**

*As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.*

*To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.*

*Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices.*

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|-------------------------|---|
| <b>Job Title:</b>       | <b>Deputy SENCO</b>                                       |
| <b>Contract</b>         | <b>Full Time - Permanent 36 hours per week</b>            |
| <b>Reporting To:</b>    | <b>SENCO</b>  |
| <b>Salary:</b>          | <b>Grade 8 £27,344 - £30151 FTE</b>                       |
| <b>Working Pattern:</b> | <b>Term Time only plus 5 INSET days</b>                   |
|                         | <b>Monday- Thursday 8.30am-4pm and Friday 8.30-3.10pm</b> |

## Overview

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

## Roles and Responsibilities

If you are someone who is passionate about their job, enjoys working with young people and is determined to make a real difference to children, then this could be the role for you.

We are looking for an enthusiastic Deputy SENCO to assist the SENCO in their duties; this is a new role which has been introduced to meet the identified needs of some of our students.

## Core Purpose of the Role:

The Deputy SENCO at Greyfriars Catholic School is a Teaching Assistant (TA) Grade role that plays a crucial role in supporting the administration, coordination, and delivery of interventions for students with special educational needs or disabilities. Reporting to the SENCO, the Deputy SENCO collaborates closely with internal staff, external agencies, and families to ensure effective provision for students requiring additional support.

## Duties and Responsibilities will include:

### Administration and Coordination:

- Assist the SENCO in maintaining accurate and up-to-date records of students with special educational needs.
- Coordinate the scheduling of interventions, meetings, and assessments, ensuring efficient use of resources and staff availability.
- Monitor and track student progress, documenting outcomes and adjustments as necessary.
- Maintain confidentiality and sensitivity when handling student information and records.

- Liaising with External Agencies:

**Collaborate with external agencies, such as educational psychologists, speech therapists, and behaviour specialists, to facilitate necessary support for students.**

- Communicate effectively with external professionals, providing required documentation and information.
- Attend and contribute to meetings with external agencies to discuss students' progress and adapt intervention strategies accordingly.
- Intervention Delivery:

**Under the guidance of the SENCO, provide targeted interventions to students with special educational needs as appropriate.**

- Deliver interventions in accordance with established plans and strategies, ensuring individualised attention and progress monitoring.
- Adapt intervention techniques based on student responses and feedback.
- Supporting Teachers and Classroom Staff:

**Collaborate with teachers to implement strategies that promote inclusion within the classroom.**

- Provide guidance and resources to teachers to effectively support students with special educational needs.
- Assist in the development and modification of differentiated materials to meet diverse learning needs.
- Parental Communication:

**Maintain open and effective communication with parents and guardians of students with special educational needs.**

- Share progress updates, strategies, and recommendations to ensure a cohesive approach to student support.
- Professional Development:

**Stay informed about the latest developments in special educational needs, disabilities and interventions through training and workshops.**

- Seek opportunities for continuous improvement and professional growth.
- Qualifications and Requirements:

## **General**

- To participate fully in the school ethos and expectations
- To give and receive feedback as part of a regular developmental cycle
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Other duties may be reasonably allocated by your line manager or Headteacher.

## **Key Contacts**

- Daily involvement with the pastoral team, the senior team, and the SEND team.
- Regular contact with parents and families to support improvements in behaviour.

## **Safeguarding Children**

The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

## **Person Specification: Deputy SENCO**

### **Experience**

- Demonstrable experience of working with children with additional needs
- Experience in a similar role, preferably within a school setting
- Experience of working with external and multidisciplinary agencies

### **Education and Qualification**

- 4 GCSEs at C or 4 and above (or equivalent), including English and Maths

### **Skills and Knowledge**

- Knowledge of special educational needs practices, intervention strategies, and relevant legislation
- Strong organisational skills and attention to detail.
- Effective communication skills for collaboration with internal staff, external agencies, parents, and students.
- Ability to work independently and as part of a team.
- Compassionate, patient, and empathetic demeanour when working with students.
- Willingness to learn and adapt to evolving practices in the field of special education.
- An up-to-date working knowledge KCSIE
- Ability to manage complex and personal issues

### **Interpersonal skills**

- To be a positive member of the Greyfriars team
- Ability to relate to teachers, other professionals, families and students
- Good listening and de-escalation skills
- Ability to work as a member of a team, be flexible, solution-focused and work on own initiative

### **Other**

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

### How this is identified

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

### School Ethos

In addition to the specific responsibilities of this post, every member of staff at the Greyfriars Catholic School will commit to:

- Promoting courteous and respectful relationships with students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the school
- Working to maintain the School at the forefront of educational practice
- To support the Catholic ethos of the PFMAC
- To play a full part in the PPMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue personal development as agreed

### Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Print Name:** .....

**Signed:** .....

**Date:**.....

**Line Manager:** .....

